

~~CONFIDENTIAL~~Length of Overseas Tours of Duty

1. The desirability has been increasing for standardizing as much as possible the length of overseas tours of duty of the various Career Services. Several of the Career Services have in the past adhered rather strictly to a two-year tour of duty in order to insure that the maximum number of key people received the benefits of overseas service. This objective has been largely accomplished. In consideration of the fact that at least some weeks are required after an employee reaches his overseas post before he is able to assume full responsibilities and that his last few weeks prior to departure for the States are used in part to phase out, a two-year tour in many cases is not economical. It is believed that in most instances the best interests of the Agency would be served by having employees either extend for a third year or come to the States on home leave and return to their posts for a second two-year tour of duty. However, it is basically sound to make initial assignments for a two-year tour of duty in order to provide the flexibility to both the Agency and the employee if for any reason at all it appears desirable to limit the tour of duty to two years.

2. Except for posts where, for hardship or other special reasons, a tour shorter than two years has been adopted, personnel will continue to be assigned to overseas posts initially for two-year tours of duty. Sometime after the completion of one year and prior to the completion of fifteen months of overseas duty a decision should be made by the Head of the Career Service as to whether:

- a. the employee returns home on a permanent-change-of-station basis at the end of the two-year tour,

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- b. extends for a third year, or
- c. takes home leave and returns to his post for a second two-year tour of duty.

3. The Chief of Station should forward to headquarters his recommendation concerning the length of an employee's tour taking into consideration the desires and comments of the employee and his supervisor. The appropriate Career Board will make its decision based on the needs or desirability of the services of the employee in another assignment or the need to assign another employee to the overseas position in question. In all cases, the Career Board will notify the employee through his Chief of Station of the decision concerning the length of his tour.